



Approval-in-Concept Information

Community Development Department
Planning Division
3300 Newport Boulevard, Newport Beach, CA 92663
(949)644-3204 Telephone | (949)644-3229 Facsimile
www.newportbeachca.gov

When a project requires the approval of the California Coastal Commission (Coastal Commission), please follow the following process:

1. Complete a [Planning Permit Application](#) for an Approval-in-Concept (AIC), and submit the form to the Planning Division along with the following:
 - A completed Appendix B (Local Agency Review Form) from the Coastal Commission's Coastal Development Permit Application. Please contact the Coastal Commission to obtain a copy of the form or download it from the following website: <http://www.coastal.ca.gov/cdp/cdp-forms.html>. Please note Section B will be completed by the City.
 - If applicable, a copy of any discretionary approvals (i.e. Variance Permit, Use Permits, Tentative Subdivision/Parcel Maps, Environmental Reports)
 - Three (3) sets of plans, including the site plan, floor plans, elevations, roof plan, and drainage plan (and/or subdivision map or lot line adjustment if one was involved).
 - The fee consistent with the fee schedule adopted by City Council. If the AIC is for only a subdivision map or lot line adjustment, no fee is required.
2. The City will review the application and provide any comments or corrections as necessary. Once the plans are approved, the applicant can submit the plans and any other required materials and information to the Coastal Commission.
3. The Coastal Commission has a separate application form and fee which must be submitted to them along with the City-approved set of plans and the completed Appendix B form. Please contact the Coastal Commission to obtain a copy of their required application and any information on their application process.

How to contact the Coastal Commission:

California Coastal Commission
South Coast Area Office
200 Oceangate, 10th Floor, Suite 1000
Long Beach, CA 90802-4302
Telephone: (562) 590-5071
www.coastal.ca.gov

4. After the AIC has been approved by the City, an applicant may submit complete plans for plan review for a building, demolition, and/or grading permit. However, permits cannot be issued until the Coastal Commission has issued a Coastal Development Permit, a Waiver, or an Exemption. Please be advised that applicants take on a risk filing for a building or grading permit before obtaining clearance from the Coastal Commission because there is no guarantee the Coastal Commission will approve a project as submitted. Furthermore, additional fees for reviewing changed plans may be required and the City is not liable for any additional costs incurred.